

# **Hopkinton Summer Day Camp**

## **DAY CAMP DIRECTOR**

### **Job Description**

#### **Description**

The purpose of the day camp program is to provide quality programming to 6-12 year-olds from the surrounding community. The program encompasses activities on-site, such as arts, crafts and group games; and off-site in the form of trips to a local pond and weekly field trips. The Day Camp Director will need to plan, direct and supervise all Summer Day Camp programs and staff.

#### **Reports To**

Recreation Director, Town of Hopkinton.

#### **Desired Qualifications**

- Bachelors in Recreation, Education, Early Childhood Development or other related field preferred.
- Current CPR and first aid certifications.
- At least two seasons of camp administrative experience helpful (i.e., unit leader, head counselor).
- Ability to supervise staff and campers.
- Ability to meet the public.
- Ability to plan, organize and carry out daily and special programs.
- Valid driver's license and a good driving record

#### **Specific Responsibilities**

- ❖ Define and plan program to reflect camp goals.
- ❖ Prepare and conduct pre-camp and in-service staff trainings.
- ❖ Supervise the ordering of supplies and equipment and arrange for proper organization.
- ❖ Set opening- and closing-day procedures with Recreation Director and other directors.
- ❖ Develop routines, schedules and procedures for Day Camp operation. Assign Day Camp staff activities and other responsibilities.
- ❖ Supervise and evaluate, or supervise evaluations of, all Day Camp operations and program staff.
- ❖ Maintain and review records and evaluations of all Day Camp programs, operations, staff, and facilities.

- ❖ Prepare an evaluation and summary of current Day Camp season including inventories, staff evaluations, camper reports and recommendations for the following season.
- ❖ Define, with the Recreation Director, and monitor a crisis management plan, including emergency procedures.
- ❖ Organize and/or approve trips out of camp for program, supplies and crisis management.
- ❖ Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
- ❖ Help provide an atmosphere for developing good morale and well-being among the camp family.
- ❖ These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

### **Essential Functions**

- ❖ Ability to communicate and train staff and campers in safety regulations and emergency procedures.
- ❖ Abilities to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- ❖ Ability to identify and respond to hazards.
- ❖ Ability to communicate and work with different age and skill levels, and to provide the necessary instruction to campers and/or staff.
- ❖ Cognitive and communication ability to plan and conduct camp program to achieve camper development objectives.

**This position is a seasonal, temporary position that does not allow for inclusion in the Town of Hopkinton benefits plan.**